Hendry County Sheriff's Office

General Order 10.4

TITLE: Early Intervention Program	**SHERIFF'S APPROVAL:** Digital
ORIGINATION DATE: February 11, 2019	**REVISION DATE:** May 22, 2019
RELATED REFERENCES: **CFA:**	
REVIEW FREQUENCY: 3 YEARS	**DATE OF NEXT REVIEW:** May 22, 2022

I. PURPOSE: The purpose of this order is to provide assistance to employees whose performance indicates a possibility of job stress or other adverse job-related problems.

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II. SCOPE: This order shall apply to all sheriffs' office members.

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III. POLICY: The Hendry County Sheriff's Office has a responsibility to its employees and the community to demonstrate a positive approach to identifying and assisting employees whose performance indicates a possibility of job stress or other adverse job-related problems. The Hendry County Sheriff's Office will maintain an Early Intervention Program in order to evaluate, identify, and assist employees who exhibit signs of performance and/or stress related problems.

The EIP is designed to be a resource to assist supervisors in their primary function of personnel development and guidance. A successful Early Intervention Program (EIP) is reliant on supervisors providing timely notification to the designated program administrator.

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IV. PROCEDURE:

    A. Early Intervention Program Administration

        1. The Professional Standards Unit administers the EIP.

        2. Events that trigger an EIP alert include, but are not limited to, the following:

            a. Complaints alleging misconduct

            b. Response to resistance incidents

            c. Supervisory corrective actions

            d. Firearm discharges

     e.   Vehicle apprehensions

     f.   Agency vehicle traffic accidents

B. Early Intervention Notices

    1. Professional Standards:

      a. Generates a report from the CAD system

      b. Prepares a notice listing the employee's name, assignment, and the specific number and kinds of incidents that generated the alert

      c. Forwards the notice to the Chief Deputy for approval. After approval the Professional Standards will forward the notice to the commanding officer of the identified employee's unit of assignment with a return due date of ten days.

      d. Ensures the required response is returned within that period of time or that an approved extension request is made

  2. . Command Responsibility

      a. EIP notices received by the identified employee's commander are provided to the employee's immediate supervisor who then reviews the notice and meets with the employee to discuss the contents.

      b. The supervisor completes a memorandum outlining the meeting and any recommended actions.

      c. The identified employee receives an opportunity to review the supervisor's completed memorandum and add their comments.

      d. The supervisor forwards the completed memorandum to the Professional Standards Unit via their chain of command. Each level within the chain of command indicates approval or disagreement with the recommended action of the immediate supervisor.

      e. The Sheriff or designee is the final authority on any recommended action.

      f. The district or unit commander ensures that the recommended actions arising from EIP memorandum are implemented.

      g. All EIP reports remain on file in the Professional Standards Unit in accordance with record retention guidelines.

V. GLOSSARY:

EARLY INTERVENTION PROGRAM (EIP) **–** A time sensitive program designed to effectively organize critical performance and evaluation data in a format conducive to promptly identify early indicators of certain performance and/or stress related problems and to facilitate any necessary or appropriate follow-up activities.

EARLY INTERVENTION REPORT – A supervisor's memorandum report that is to be completed by the first-line supervisor of the employee determined to have met the criteria for early intervention. The report outlines the supervisor's review of the critical incidents and recommendations for solutions (if applicable). Reports are completed on a memorandum.

EARLY WARNING TRACKING SYSTEM – A CAD report, which allows administration of any employees that reach or surpass predefined criteria.

Your electronic signature in Power DMS acknowledges you have read this policy and understand it.